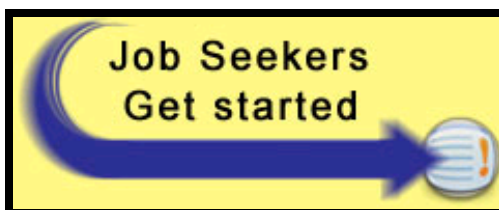




Instructions For Job Seekers:

1. From any computer with internet access, go to www.jobfit.com/swwdc



2. Click on , then click on 

3. Follow these Steps:



Step 1: Register – Enter your Account Information.

- The registration page contains 6 short sections.
- Fill in or select your responses, and then click the **REGISTER & CONTINUE TO JOBFIT SURVEY.**

Step 2: Take the JobFit™ Survey

- The survey takes approximately 1 hour to complete.
- Complete all 6 sections of the survey.
- When you have completed all 6 sections, click the **COMPLETE ASSESSMENT** button to complete and save your survey.

Step 3: Review your Career Compatibility Passport

- Select **REVIEW CAREER PASSPORT** to see your survey results.
- Click the **COMPLETE REGISTRATION** link. This takes you to your Career Manager.
- To view your results and print them, follow the instructions below:
 - A bar will display similar to this  To help protect your security, Internet Explorer block
 - Click on the bar, then click **Download File...**
 - A screen will appear with random letters and numbers. Don't worry about that.
 - Click inside address bar  https://www.jobfit.com/jfassessment.aspx?stg=jf_assess, then only hit the "ENTER" on the keyboard
 - Click **Open** to view your results
 - To **Print first page to confirm that you finished JobFit™**

Step A: Click  at the top left corner, then click



Print

Step B: Select  Pages:

under the **Page range** section and

input 0-0, then click **OK**.

- To **Print the entire results (appx 20 pgs)**, follow step a) above then click **OK**